

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS04722998**

DATE POSTED: 03/08/22

POSITION NO: 244420

CLOSING DATE: **03/28/2022 by 5 PM**

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DPS - Emergency Medical Services - Tuba City, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☐ GRADE/STEP: BQ58A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \$ 27,519.84 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 13.18 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☒ **6 months**

DUTIES AND RESPONSIBILITIES:

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Responds to routine questions from the public; provides public with specifics, such as department information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, and forms; performs specialized calculations. Tracks and maintains records and status of processes used in department; Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, purchase requisitions and related documents within established limits and procedures; and obtains appropriate signatures. Monitors/inventory, orders and maintains supplies and equipment. Attend work related meetings, trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must have good communication skills with the public and other employees, good in language, grammar and arithmetic. Must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy. Proficient in computer software or other computer applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.